

PROPOSAL EVALUATION FORM (Michigan Center for Decision Driving)

Name of Reviewer:

University/Consultant Name:

THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS 100.

Proposals will be evaluated against the questions set out in each section.

SECTION 1: UNDERSTANDING OF THE PROJECT – 25 points

1. How well has the applicant demonstrated a thorough understanding of the purpose and scope of the project?

EVALUATOR'S NOTES _____

2. To what degree has the applicant demonstrated an understanding of the deliverables the state expects it to provide?

EVALUATOR'S NOTES _____

3. Has the applicant demonstrated an understanding of the purpose and goals?

EVALUATOR'S NOTES _____

4. How well has the applicant demonstrated an understanding of the state's time schedule and ability to meet it?

EVALUATOR'S NOTES _____

EVALUATOR'S POINTS TOTAL FOR SECTION #1 _____

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SECTION 2: METHODOLOGY USED FOR THE PROJECT – 30 Points

1. How comprehensive is the methodology and does it depict a logical approach to fulfilling the requirements of the RFP?

EVALUATOR'S NOTES _____

2. How well does the proposed methodology address each of the tasks and deliverables identified in the Scope of Work?

EVALUATOR'S NOTES _____

3. How well does the proposed methodology address organizing, training, and attending key meetings?

EVALUATOR'S NOTES _____

4. How well does the proposed methodology address meeting the document standards?

EVALUATOR'S NOTES _____

5. How well does the proposed methodology address the ability to conduct business according to common past practices?

EVALUATOR'S NOTES _____

EVALUATOR'S POINTS TOTAL FOR SECTION #2 _____

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SECTION 3: PROJECT MANAGEMENT – 20 Points

1. Has the applicant clearly identified the project team members, the role of the prime contractor and any subcontractor (s)?

EVALUATOR'S NOTES _____

2. To what extent does the applicant have the resources necessary to successfully complete the contract, i.e., software, hardware, etc.?

EVALUATOR'S NOTES _____

3. How well does the management plan support all of the project requirements and logically lead to the deliverables required in the RFP?

EVALUATOR'S NOTES _____

4. Is the organization of the project team clear?

EVALUATOR'S NOTES _____

5. Has the applicant provided a list of staff who will be working on this project along with their qualifications?

EVALUATOR'S NOTES _____

EVALUATOR'S POINTS TOTAL FOR SECTION #3

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SECTION 4: EXPERIENCE AND QUALIFICATIONS – 15 points

1. Does the applicant have experience working with government agencies?

2.

EVALUATOR'S NOTES _____

2 Have the two examples that were provided demonstrated that the applicant has had experience on similar projects?

EVALUATOR'S NOTES _____

3. Are the resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the RFP requires?

EVALUATOR'S NOTES _____

EVALUATOR'S POINTS TOTAL FOR SECTION #4 _____

SECTION #5: CONTRACT COST – 10 Points

1. Is the budget complete and detailed?

EVALUATOR'S NOTES _____

2. Are the costs included in the budget directly related to completion of this project?

EVALUATOR'S NOTES _____

EVALUATOR'S POINTS TOTAL FOR SECTION #5 _____

TOTAL EVALUATOR'S POINTS _____